



C H A R T E R
ADVISORY COMMITTEE ON RESEARCH ON WOMEN'S HEALTH

AUTHORITY

Required by 42 U.S.C. 287d (d), section 486(d) of the Public Health Service Act, as amended. The Advisory Committee on Research on Women's Health (Committee) is governed by the provisions of the Federal Advisory Committee Act, as amended (5 U.S.C. app.), which sets forth standards for the formation and use of advisory committees.

OBJECTIVES AND SCOPE OF ACTIVITIES

The Committee will provide advice to the Director, Office of Research on Women's Health (ORWH), at the National Institutes of Health (NIH), on research activities with respect to women's health issues.

DESCRIPTION OF DUTIES

The Committee makes recommendations on research priorities conducted or supported by the national research institutes with respect to research on women's health. The Committee also makes recommendations regarding activities of the ORWH, including the development of the methodologies to determine the circumstances in which obtaining data specific to women is an appropriate function for clinical trials of treatments and therapies and priorities in carrying out the described research and may also provide recommendations regarding the inclusion of women in clinical trials and opportunities for women in biomedical careers.

AGENCY OR OFFICIAL TO WHOM THE COMMITTEE REPORTS

The Committee will advise, assist, consult with, and make recommendations to the Director, ORWH.

SUPPORT

Management and support services will be provided by the ORWH.

ESTIMATED ANNUAL OPERATING COST AND STAFF YEARS

The estimated annual cost for operating the Committee, including compensation and travel expenses for members, but excluding staff support, is \$20,523. The estimate of annual person-years of staff support required is .3 at an estimated annual cost of \$36,629.

DESIGNATED FEDERAL OFFICER

The Director, ORWH, will assign a full-time or permanent part-time ORWH employee as the Designated Federal Officer (DFO) of the Committee. In the event that the DFO cannot fulfill the assigned duties of the committee, one or more full-time or permanent part-time ORWH or NIH employees will be assigned these duties on a temporary basis.

The DFO will approve or call all of the committee's and subcommittees' meetings, prepare and approve all meeting agendas, attend all committee and subcommittee meetings, adjourn any meeting when it is

determined to be in the public interest, and chair meetings when directed to do so by the Director, NIH or the Director, ORWH.

ESTIMATED NUMBER AND FREQUENCY OF MEETINGS

Meetings of the full Committee will be held no less than one time within a fiscal year. Meetings will be open to the public except as determined otherwise by the Secretary of Health and Human Services (Secretary) in accordance with subsection (c) of section 552b of Title 5 U.S.C. Notice of all meetings will be given to the public. In the event a portion of a meeting is closed to the public, as determined by the Secretary, in accordance with the Government in the Sunshine Act (5 U.S.C. 552b(c)) and the Federal Advisory Committee Act, a report will be prepared which will contain, as a minimum, a list of members and their business addresses, the Committee's functions, dates and places of meetings, and a summary of the Committee's activities and recommendations made during the fiscal year. A copy of the report shall be provided to the Department Committee Management Officer.

DURATION

Continuing.

TERMINATION

Unless renewed by appropriate action prior to its expiration, the charter for the Advisory Committee on Research on Women's Health will expire two years from the date the charter is filed.

MEMBERSHIP AND DESIGNATION

The Committee will consist of no fewer than 12, and not more than 18 members, appointed by the Director, NIH, who are not officers or employees of the Federal Government, from among physicians, practitioners, scientists and other health professionals, whose clinical practice, research specialization, or professional expertise include a significant focus on research on women's health. A majority of the members shall be women. All non-Federal members serve as Special Government Employees. Members shall be invited to serve for overlapping four-year terms. The Director of the ORWH shall serve as Chair. A quorum for the conduct of business by the full Committee shall consist of a majority of currently appointed members.

SUBCOMMITTEES

As necessary, subcommittees and ad hoc working groups may be established by the DFO within the Committee's jurisdiction. The advice/recommendations of a subcommittee/working group must be deliberated by the parent advisory committee. A subcommittee may not report directly to a Federal official unless there is statutory authority to do so.

Subcommittee membership may be drawn in whole or in part from the parent advisory committee. All subcommittee members may vote on subcommittee actions and all subcommittee members count towards the quorum for a subcommittee meeting. Ad hoc consultants do not count towards the quorum and may not vote. A quorum for a subcommittee will be three members. The Department Committee Management Officer will be notified upon establishment of each standing subcommittee and will be provided information on its name, membership, function, and estimated frequency of meetings.

RECORDKEEPING

Meetings of the Committee and its subcommittees will be conducted according to the Federal Advisory Committee Act, other applicable laws and Departmental policies. Committee and subcommittee records will be handled in accordance with General Records Schedule 6.2, Federal Advisory Committee Records, or other approved agency records disposition schedule. These records will be available for public inspection and copying, subject to the Freedom of Information Act, 5 U.S.C. 552.

FILING DATE

September 29, 2016

APPROVED

9/8/16
Date

James V. Cella
Director, NIH